Technical Resume Writing

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Purpose of Resume

- To market and sell yourself as the best candidate for the job

- Think of it as a flyer and you as the product.

- Research has shown that most résumés are looked at for 6- 10 seconds so it has to be good

- Technical Resumes will focus on specific skill growth, development and experience. This can be best achieved using a Combination resume or a Chronological with an added skills section.

Technical Resumes

- **While companies differ on how many pages they want a resume to be, all want clear, concise information that gets to the point**

- **Consider using these sections**
    - Header
    - Highlight of Qualifications
    - Education
    - Technical skills/experience
    - Work and/or volunteer experience

- **Example on next slide**

Anita Bestresume

123 Job Search Road
St. John's NL, A1C 5S7

(709)123-4567
anita@resume.ca

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Highlight of Qualifications

- Bachelor of Science in Computer Science and Mathematics
- Two years experience with online database creation, management and support
- Research, analytical and problem-solving skills gained through course work
- Familiar with C++, C#, Python, Smalltalk, JavaScript programming

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Education

Bachelor of Science   Sep. 2009 - Present
Major: Computer Science; Minor: Mathematics
Memorial University, St. John's, NL

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Technical Experience

Programming Language
- C++ and C#
- Smalltalk
- Javascript
  - Experience in web applications and PDFs

Operating Systems
- Microsoft Windows, Linux and Mac OS
- Cisco
- Mobile platforms
  - BlackBerry and Android

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Work Experience

Invigilator/Teaching Assistant   Sep. 2012 – Present
Department of Mathematics and Statistics, Memorial University
- Supervise 40 students for final examinations in Math 1000
- Correct student assignments and record marks for professor

Research Assistant   Sep. 2010 – May 2012
Department of Computer Science, Memorial University
- Responsible for creating online database for faculty sponsored research project
- Created exit survey for use on PC and mobile devices
- Provided support for individuals participating in research project

Student Communicator   Jan. 2010 – Aug. 2010
Alumni Affairs and Development, Memorial University
- Promoted Opportunity Fund to Memorial University alumni
- Updated Alumni database

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Volunteer Experience

President, Computer Science Society   Sep. 2013 – Present
Memorial University
- Organized activities for students
- Corresponded between the Director and students
- Represented student body at faculty meetings

Group Leader, Fall Orientation   Sep. 2012
Student Affairs & Services, Memorial University
- Co-led a group of new students
- Organized activities for first year students and their parents

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Interests/Achievements

- Dean's List   2011-2012
- ABC Entrance Scholarship   Sep. 2009

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References

Available upon request

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Chronological Resume

The chronological resume is primarily comprised of work experience with a couple of other major headings indicating achievements, education, etc.

When to use:

- No major gaps in your employment history
- Work history is related and it reflects growth in the field

Functional Resume

When to use:

- Have skills that were not attained through your work experience or are not highlighted by using the traditional format
    - Entering the job market
    - Re-entering the workforce
    - Career change and your experience does not relate to your new job objective
- Résumé would focus on skills, detailing how they were developed and accompanied by another sections

Combination (Chrono-functional)

Expands on work experience and highlights any skills acquired elsewhere. This format emphasizes both experience and skills.

When to use:

- To include a combination of work and volunteer experience as well as education, achievements and special skills
- Most common resume format used

Resume Components

- **Personal Information**
- **Objective**
- **Highlight of Qualifications**
- **Educational Background**
- **Work Experience**
- **Optional Sections**
- **References**

Step 2: Personal Information

- Use your full name, never a nickname (an initial is optional)

- Name should be bolded, centered or to the right or left (top of page)

- Include:
    - contact number
    - current mailing address
    - e-mail address if you check it regularly

Step 3: Job Objective

Indicates:

- Position of interest
- Relevant information to position
- Be specific
    - general objectives confuse & frustrate employers
- If including a cover letter, omit this section

Step 4: Highlight of Qualifications

- Highlights and summarizes your top selling points (should be tailored to each position)
- Highlight the skills the employer is looking for
- Avoid using general statements. Instead provide pertinent facts about your experience and skills
- Usually 4-6 bullet points of one line each
    - <u>Bad examples:</u>
        - Good communication skills
        - Excellent computer skills
    - <u>Better examples:</u>
        - Excellent communication skills developed thru 2 + years experience in the customer service industry
        - Proficient in Microsoft Office Suite, HTML, C++ & Java

Step 4: Summary of Qualifications

- Used in <u>Combined</u> format only

- More detailed than Highlight of Qualifications

- Specifically broken down into different skill sets (e.g. Communication Skills or Computer Skills) with 3-5 points in each

Step 5: Educational Background

- State education in reverse chronological order
- All education/training is important and should be included.
- Only include your GPA if it will help or is required
- Bold your degree, spell it out, include your major if you have one & place it above the institution

Typical mistake:

MUN, 2006
Completed a B.Sc

Better:
Bachelor of Science (Major: Computer Science; Minor: Math)   **May 2006-Present**
Memorial University, St. John's, NL

Step 6: Work and Volunteer Experience

- You can list these together or separately
  - **If listed separately, put work experience first.**
- List in reverse chronological order and list: year, job title, name of employer, city and country
- Focus on skills, leadership roles and accomplishments
- Bold your job titles
- Start each phrase with an action word
  - **Example: Coordinated the CACEE Conference 2005**
- If you have a lot of short term work then group them together if possible
  - **i.e. Bartending, waitressing, etc…**

Step 7: Optional Sections

- Volunteer Experience
- Awards and Accomplishments
- Conference Attendance
- Professional Affiliations
- Interests
- Presentations
- Publications
- Additional Training

References

Seek approval beforehand

- Give references a copy of resume and job description of position(s) sought

- Most jobs do not require references on your resume. However if you are not including them you should indicate "References: Available upon request" at the end

- If including references, list on a separate page. Include:
  - Name
  - Title
  - Company
  - Contact information (phone and email)

Emailing Resumes

- See the employer's instructions
  - Do your research before sending your resume.

- Sending/naming attachments
  - If you're sending your resume as an attachment, *name your attachment(s) logically* for the recipient
  - "MyResume.doc" might work for you, but doesn't mean anything to the employer.
  - "AshleyVergeResume.doc" works fine
  - Use a PDF when possible, it keeps your desired formatting

- Your email alias should be professional

- Use a meaningful subject line
  - A blank subject line is unacceptable, so is 'read this' or 'for your consideration'
  - Be clear and concise – "Application for Job #1234" is much better

- Font Style & Size
  - Avoid fonts that are difficult to read
  - Avoid using all CAPITALS….it gives the impression you're SHOUTING

Additional Resume Hints

- Include name and page number on each page
- Be creative but honest
- Always have someone proof read for errors
- Use action verbs to highlight responsibilities and accomplishments
- Try not to exceed two pages (excluding references)
- Leave some white space
- Customize each resume for every employer

Additional Resume Hints

- Do not include:
  - age, height, weight, religious/political affiliations, or social insurance number
- Avoid paragraphs, use bullet statements
- Use bolded headings and consistent spacing and formatting
- If you include your email make sure you check the account often and that the address is professional
- Invest in an answering machine

ScienceM@tters

SCIENCEM@TTERS
SCIENCE *IS* EVERYTHING
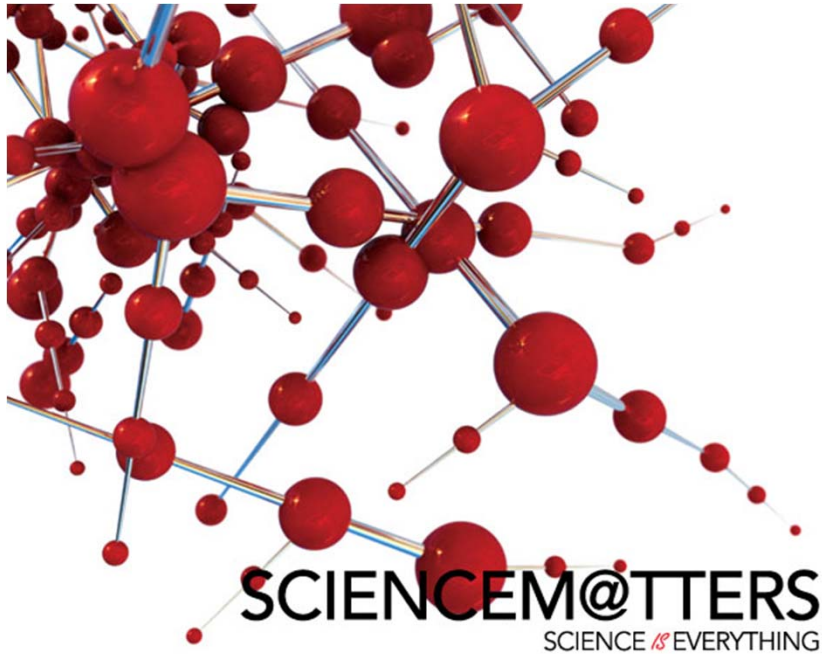
- For undergraduate science students beyond first year
- Explores the value of a science degree, helps with career direction, and provides guidance from experienced science alumni.
- Students are required to commit 15 hours to the program over the course of a semester
  - attendance at regularly scheduled career development sessions
  - minimum of 5 contact hours with a Memorial B.Sc. Alumni using D2L
- Consider ScienceM@tters for Winter 2014
  - http://www.mun.ca/cdel/sciencematters/index.php

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Make An Appointment

1. Log into your [my.mun.ca](my.mun.ca)
2. Click the Student tab at the top of the page
3. Under 'Student Services' select 'My MUNLife'
4. Click on the 'Career' tab
5. Click 'Appointment' and then 'Book an Appointment'
6. Select 'Appointment by Type'
7. Select an appointment type you want (Resume and Cover Letter, Job Search, Science Career Consultation, etc…)
8. Choose from one of the available appointment times

Contact Us

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